

OTE 87-6424

24 FEB 1987

MEMORANDUM FOR: Director of Personnel

VIA: Security Officer, OTE
Deputy Director for Administration
Employee Services Division, OP

SUBJECT: Memorandum of Oral Agreement --

STAT

1. The following individual has been retained under oral agreement to provide instructional services in conjunction with the CIA and the Congress Seminar. The effective date of this agreement is 10 March 1987 unless sooner terminated by actual notice to subject.

STAT

2. This individual is to be paid under Project No. 75-4300 on a fee-per-task basis in the amount cited above on certification that the task has been successfully completed. Income taxes are not to be withheld, but Form 1099 is to be issued in conformance with Federal income reporting requirements.

STAT

3. [] will be reimbursed for roundtrip travel via POV between Winchester and Arlington, VA, and per diem for one day. No commitments other than those stated above have been made to this individual.

STAT

SUBJECT: Memorandum of Oral Agreement --

STAT

[Redacted]

CONCUR:

ILLEGIB

[Redacted]

Deputy Director for Administration

28 FEB 1987

Date

APPROVED:

STAT

[Redacted]

Director of Personnel

4 Mar 87

Date

Distribution:

Orig - Addressee (Return to DTE)

1 - D/OP

1 - C/ESD/OP

2 - DDA

1 - CCS/CSB

2 - D/OTE (1 w/h)

1 - C/AD/OTE

1 - C/LDD/OTE

1 - C/B&F/OTE

2 - C/EDS/LDD/OTE (1 w/h)

STAT

OTE/LDD/EDS, [Redacted] (11 Feb 87)